



Town of Danville
PROGRAM LEADER
\$8.00 - \$12.00 an hour

SALARY: \$8.00 to \$12.00 an hour, non-benefitted position DOE

DEFINITION

The Town of Danville is committed to offering programs and services which provide concrete, positive experiences for youth and teens and which promote qualities are essential to raising successful young people.

SPECIFIC TO SWIM INSTRUCTOR/LIFEGUARD

Applicants must be 15 years of age and up. Required certifications by June 22, 2013: American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, First Aid.

DEFINITION

The Town of Danville strives to provide an aquatic environment that is safe, instructive and fun through recreational and lap swim, special events, the Learn to Swim program, Junior Lifeguard program and Lifeguard training classes.

Aquatics staff members generally work 3-5 hours per day, in morning, afternoon, or evening shifts at Monte Vista Community Pool or in morning or early afternoon shifts at San Ramon Valley High School Pool. Most staff members will work an average of 15-20 hours per week, up to a maximum of 37.5 hours per week.

SUPERVISION

Under the general supervision of the Pool Managers, Program Coordinator and Program Supervisor, the Swim Instructor/Lifeguard is responsible for ensuring aquatic safety and providing instruction for pool patrons. Swim Instructors/Lifeguards must enjoy working with children and the general public, be patient, reliable and have lots of energy.

ESSENTIAL JOB DUTIES

Job duties include lifeguarding, swim lesson instruction, leading pool parties, mandatory staff training, cashiering, pulling tarps, required daily fitness swims and administrative duties, including some weekend shifts. Also:

- Provide aquatic safety and instruction for pool patrons. .
- Use positive discipline and communicate effectively with parents/guardians.
- Perform duties within OSHA standards.

SPECIFIC TO SUMMER CAMP COUNSELOR

Applicants must be high school graduate, at least 16 years of age and up, and experience working with youth in a recreation setting. Energetic, self-motivated, creative, and organized. Ability to work as part of a team.

SUPERVISION

Under the general supervision of the Program Coordinator and direct supervision of the Summer Camp Site Leader, Summer Camp Counselors are responsible for implementing the curriculum for one of the Town's day camp programs which offer youth and teen daily activities including arts, crafts, games, field trips and special events.

ESSENTIAL JOB DUTIES

- Plan and lead arts, crafts and games according to the theme of the week.
- Serve as a mentor and role model to campers.
- Work as part of a team of leaders.
- Safely and appropriately supervise campers on off-site field trips
- Use positive discipline and communicate effectively with parents/guardians.
- Perform duties within OSHA standards.
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SPECIFIC TO VILLAGE THEATRE TECHNICAL STAFF

Applicants must be high school graduate, at least 18 years of age, and at least two years of experience in live performance theatre, with experience in the operation of theatrical lighting and sound. Set construction, production management and/or stage management a plus.

SUPERVISION

Under the general supervision of the Program Coordinator, Theatre Program Leaders must relate well to the public, be reliable and responsible, and demonstrate poise and good judgment. Follow oral and written directions and work independently. Respond to emergency situations quickly and efficiently.

ESSENTIAL JOB FUNCTIONS/DUTIES

- Oversee and assist renters and various user groups during events in Town Facilities.
- Operation of lighting and/or sound equipment.
- Box office managing, reporting and cash handling.
- Maintaining and keeping facility clean and in good working order during and after events.
- Work flexible hours including weekends or holidays.
- Able to lift 50 pounds; carry 30 pounds.
- Perform duties within OSHA standards.